



## DATA TRANSFER REQUIREMENTS

1. Supply organized identifiable and isolatable data structure for each of the following features:

- Land base – tract boundary (include bearings and distances), public and private streets, lot lines, public utility easements, building footprints, street centerlines, driveways, walls (retaining, landscape, etc.), curbs & gutters, public sidewalks and contours.
- Substructures – water, sewer, storm drains and any other utilities available (future and existing).

2. Data to include:

- Dimensioning for all features listed in item 1.
- Detailed site vicinity map.
- Files should be in AutoCAD (.dwg).
- Legends identifying features and symbology.
- All levels/layers to be unlocked or unfrozen.
- No custom text or symbols libraries, drawings should be purged.
- Include drawing scales and drawing revision dates.
- Drawing in "model space"; full scale on NAD 83.

3. Include digital or hard copy of title sheet(s) for tract, P.M., R.S. to be recorded.

4. Name and phone number of individual to contact regarding data questions.

5. Data should be the latest version and transferred to Long Beach Gas & Oil Department (LBGO) preferably by E-mail or CD-ROM labeled disk. Paper copies or 3.5" labeled disk are also acceptable. Mailed items should be addressed to: City of Long Beach, Gas & Oil Department, Engineering/Drafting, 2400 E. Spring St., Long Beach, CA 90806.

6. For questions, contact Long Beach Gas & Oil Department at (562) 570-2037